

ACLA 2021 – Panelist Reference

We can't wait to have you at the 2021 Annual Meeting! As this is our first virtual conference, we know you might have questions about what to expect, how to use the technology, and what to do if something goes wrong. We hope you find the answers you need in this guide, but if not, please email info@acla.org for assistance.

Table of Contents:

Virtual Conference Platform Overview.....	2
Conference Schedule.....	2
Joining a Seminar or Event.....	2
Presenting in a Seminar.....	4
Tech Support.....	5

Virtual Conference Platform Overview

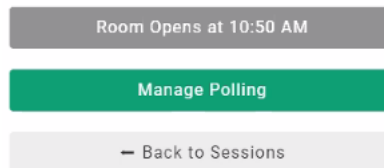
The 2021 Annual Meeting will be held on a platform called OpenWater. You can access the conference by visiting <https://acla.secure-platform.com/a> where you will be prompted to log in with your acla.org account information. On this site, you can view the conference schedule, join or listen in on the seminars, observe events, chat with other attendees, and access the virtual exhibitor booths.

Conference Schedule

[Click here to view the conference schedule](#), or click the Conference Schedule tab on the virtual conference platform. Scroll through each day to browse seminars and events, or use the search feature on the right to search by the seminar title, organizer name, or panelist name. Please note that all times are listed in CDT (Central time). The seminars are organized into 4 streams: Stream A (8:30-10:15am CDT), Stream B (10:30am-12:15pm CDT), Stream C (2:00-3:45pm CDT), and Stream D (4:00-5:45pm CDT).

Joining a Seminar or Event

To join a seminar during the conference (as a presenter or attendee), first find the seminar in the [virtual conference platform schedule](#), making sure to click the title of the session you'd like to join. There, you will see a button to join the session if it is live, or a greyed-out button telling you at what time the session will become live. If you are a panelist in the session, you will see the option to join as co-host or as attendee [see image below]. **In order to have full panelist permissions during the session, you must join as co-host.** Your seminar organizers will have full hosting capabilities.



Example of a button for a session that has not yet started.

TEST SESSION

Ben Willard
Organizer

TEST

TEST SESSION

Join Meeting

A Conference by ACLA | Powered by OpenWater | Need assistance? Click 'Need Help?' in the navbar

Example of a “Join Meeting” button for a session that is in progress.

Admin Controls: [Edit Session](#) | [View in Zoom Dashboard](#)

ACLA
American Comparative Literature Association

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TEST SESSION

Ben Willard
Organizer

TEST

TEST SESSION

Join Meeting as Co-Host

Join Meeting as Attendee

Manage Polling

Example of a “Join Meeting” button for a session in which you are a panelist.

We encourage you to join the session in which you are presenting 10 minutes early to prepare and check your technology, as only seminar organizers and panelists will be in the Zoom room at this time.

Presenting in a Seminar

Your seminar organizer has determined an order of presenters for each session. If you are not sure which session is yours or where in the order you fall, you can check this information by clicking on the title of your seminar in the [virtual conference platform schedule](#). During the seminar, your organizer will indicate to you that it is your time to present.

**If you are pre-recording your presentation:* Please upload your file to the virtual conference platform by [navigating to the home page](#). There, you will see a notice that your application requires additional information [see images below]. Select “Click to continue,” then click “Open” by the name of the paper for which you have pre-recorded a presentation. You will then have the option to upload your video in the following formats: .avi, .mkv, .mp4, .webm, or .mov file. For more detailed information about pre-recording your presentation, [please view our step-by-step guide by clicking here](#).



Your view of the virtual conference platform home page, allowing you to upload a video file.

Needs Attention

Program	Round	Application #	Category	Title	Action
Paper Abstract	Uploads	4465	[REDACTED]	[REDACTED]	Open

Select “Open” to access the upload form for video and PowerPoint files.

Paper Abstract

About > Applicant Information > Uploads

Main Video Upload
Accepted file types: .avi, .mkv, .mp4, .webm, .mov
Files may not exceed 1 GB in size.

No file chosen

Powerpoint Upload
Accepted file types: .pdf, .ppt, .pptx

No file chosen

Upload your video file by clicking “Choose File,” locating and selecting the file you’d like to upload, and be sure to click “Submit” to finalize your upload.

You may notice that your seminar is being recorded in Zoom. The ACLA will store these recordings privately. Seminar recordings will only be made available at the explicit request of the seminar organizers and panelists.

Tech Support

If you have any technical difficulties during the conference, we recommend reaching out to tech support by clicking the chat icon [see image below] in the lower right corner of the screen once the conference has started. In the event that you are unable to reach a technician, you can also email info@acla.org; however, the tech support available through the chat will be the quickest way to reach someone.



Virtual Conference Platform’s chat icon, which will become available at the start of the conference.